



DEPARTMENT OF THE NAVY  
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2000 NAVY PENTAGON  
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IN REPLY REFER TO

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28 MAR 2001

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ENVIRONMENT AND SAFETY)

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM  
STATUS REPORT FOR FISCAL YEAR (FY) 2000

Ref: (a) USDOL, Assistant Secretary for Occupational Safety and  
Health memo of Nov. 21, 2000

Encl: (1) U.S. Navy Occupational Safety and Health Program  
FY00 Annual Agency Report

1. Enclosure (1) responds to reference (a) for forwarding to the Department of Labor Occupational Safety and Health Administration. The report describes FY00 Navy Occupational Safety and Health (NAVOSH) program performance.

2. Our program goals focus on elimination of workplace fatalities, reduction of mishaps and associated costs, and improvement of work productivity and quality. We are proud of the Navy's continued commitment to improving worker safety and health. Our primary concerns for FY01 are continued progress on the Federal Worker 2000 Initiative, finalizing and implementing our Strategic Plan, and continued commitment to safety and health as the Navy consolidates and restructures its shore infrastructure.

3. My point of contact is Ms. Joy Erdman, Head, Safety and Occupational Health Branch, CNO N454. Ms Erdman may be contacted via telephone at 703-602-2575 or e-mail address at [erdman.joy@hq.navy.mil](mailto:erdman.joy@hq.navy.mil).

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Division

**DEPARTMENT OF NAVY**  
**OCCUPATIONAL SAFETY AND HEALTH**  
**PROGRAM**

**FISCAL YEAR 2000 ANNUAL**  
**AGENCY REPORT**

**PREPARED BY: CNO (N45)**



**Department Of Navy**

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<b>Fiscal Year:</b>	2000
<b>Name of Agency:</b>	Department of the Navy
<b>Name of Component:</b>	U.S. Navy
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<b>Number of employees covered by this report:</b>	169,168 Civilian Workforce
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## NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM

### FISCAL YEAR 2000 ANNUAL AGENCY REPORT

#### SCOPE OF REPORT

Although Federal Occupational Safety and Health Administration (OSHA) reporting requirements focus primarily on Department of the Navy (DON) civilians working in the United States, this report will address the part of DON that is the United States Navy (USN). The other part of DON is the United States Marine Corps, and they will report on the USMC OSH Program separately. This report includes examples from across our entire workforce to demonstrate our commitment to protecting our most valuable resource – our people. The Navy Occupational Safety and Health (NAVOSH) program applies to Navy shore installations and afloat units worldwide and our military and civilian employees at those locations. Shipboard (afloat) programs, except for those staffed by civilian mariners (primarily in the Military Sealift Command), are not included in this report because the Occupational Safety and Health (OSH) Act exempts uniformed military personnel.

The USN Fiscal Year (FY) 2000 annual report includes over 500,000 Naval personnel comprised of military and civilians employed both in the United States and abroad. Of this number, 169,168 are appropriated-fund civilian employees at over 400 shore installations, including naval shipyards, aviation depots, and public work centers within the United States. Foreign national civilian employees overseas and civilians paid by non-appropriated funds at Navy shore installations worldwide are also included in the Naval Safety Center analysis and notable afloat initiatives are also mentioned as appropriate throughout this report.

#### 1. INJURY/ILLNESS DATA

The Navy is a significant industrial employer with a broad spectrum of operations, processes, work environments, and occupations. This data differs from that provided in previous years, in that it represents the results of a zero-based review to standardize reporting elements. Accordingly, previous year data have been revised. The statistical aspects of this report apply to civilian employees covered by the Federal Employees' Compensation Act (FECA).

##### a. Annual Statistics for Fatalities and Lost Time Disabilities

This data provided in **Attachment A** reflects civilian total injury/illness and lost time cases obtained from the United States Department of Labor (USDOL), Office of Workers' Compensation Program (OWCP) database, and reviewed by the Naval Safety Center. This report will address only the portion of that data that is USN data and the USMC will address the USMC data separately. Fatality data is obtained from the Naval Safety Center database and represents traumatic fatalities and those that occurred within 6 months of the date of initial injury. Not included are those fatalities reported by OWCP that occur after a long illness or that would primarily have the effect of closing out a workers' compensation claim.

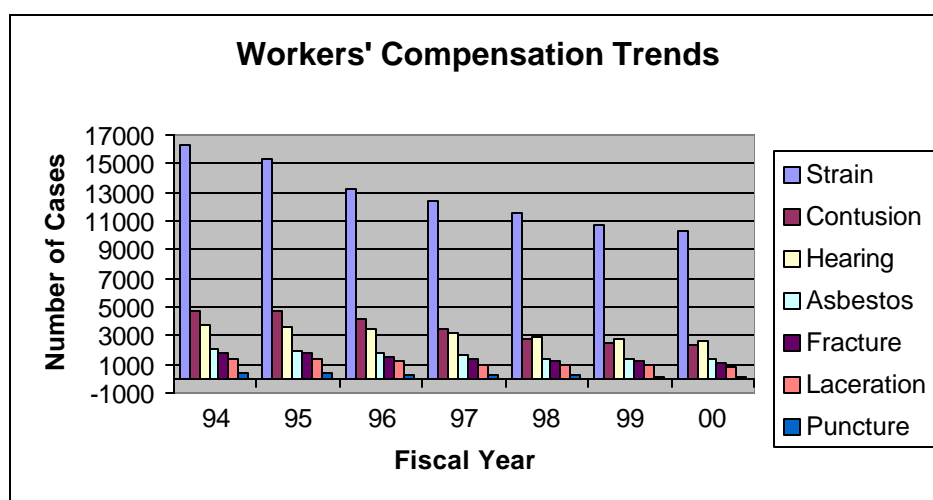
##### b. Discussion of Major Trends, Causes or Sources of Fatalities and Lost Time Mishaps

Information concerning Navy civilian occupational injuries and illnesses in FY 2000 are provided in the following categories: Work Task Performed, Source of Mishap, Medical Diagnosis, and Body Part Injured. This information is derived from a review of 1,180 occupational injuries or illnesses cases involving 5 or more lost workdays reported to the Naval Safety Center using the Injury/Occupational Illness Tracking System (INJTRAK) that was deployed in FY 2000. Data provided in the table below summarizes the number of persons involved and for which data is entered in the INJTRAK database. **An injured person may be counted in more than one category.** Review of individual reports of mishaps submitted to the Naval Safety Center reveals that over 30% of civilian mishaps involving 5 or more lost workdays reported in FY 2000 occurred due to slip, trips, falls and overexertion. We plan to revise this table in future years to summarize data based on one or more lost workdays. The majority of these mishaps occurred in our industrial activities. The following table provides further information concerning the top 10 mishap classes in each category.

WORK TASK	#	SOURCE OF MISHAP	#	MEDICAL DIAGNOSIS	#	BODY PART	#
Miscellaneous	488	Slips, Trips and Falls	199	Sprains, Strains	223	Back	185
Industrial	233	Over-Exertion	157	Hearing Loss	70	Hand/ Finger/ Wrist	175
Services	120	Struck By/ Struck Against	64	Back Pain/ Hurt Back	67	Foot/ Ankle/Leg	130
Clerical	54	Bodily Reaction	59	Bruises, Contusions	63	Knee	101
Construction	40	Bending/ Climbing	59	Fractures	61	Ear	84
Professional	30	Exposure To Noise	55	Laceration	39	Shoulder	58
Travel	6	Contact with Objects	35	Injury to Muscles, Tendons Ligaments, Joints, etc.	29	Arm	42
Research	4	Caught In/ Under/Between	31	Cuts/ Abrasions/ Scratches	13	Elbow	21
Medical	4	Repetitive Motion	24	Hernia	13	Eye	18
Training	4	Jump To/From	7	Stress	11	Neck	17
<b>TOTAL</b>	<b>983</b>	<b>TOTAL</b>	<b>690</b>	<b>TOTAL</b>	<b>589</b>	<b>TOTAL</b>	<b>831</b>

### c. Mishap Trends based on Workers' Compensation data

The following chart shows mishap trends based on OWCP FECA data.



## **2. SAFETY AND OCCUPATIONAL HEALTH (SOH) PROGRAM ACCOMPLISHMENTS**

The Navy implemented programs and initiatives to address major causes and/or sources of fatalities and lost time disabilities and improved the overall Navy safety and occupational health program. Most notable improvements were:

**a. Accomplishments for assuring workers, supervisors, and committee members received appropriate job health and safety awareness and hazard recognition information and training.**

### **TRAINING FOR SOH PROFESSIONALS**

The Naval Occupational Safety, Health, and Environmental Training Center (NAVOSHENVTRACEN) trains Sailors, Marines, and civilian employees assigned to surface ships, submarines, aviation squadrons, and shore activities on safety and occupational health (SOH). During FY 2000, over 7,867 personnel were trained in 544 convenings of 48 SOH or SOH-related courses at 40 locations primarily to SOH professionals and those collateral-duty personnel with SOH duties. This training included interactive video training and other innovative instructional methods to train the maximum number of personnel at lowest overall cost.

### **TRAINING FOR MANAGEMENT, SUPERVISION, EMPLOYEES & EMPLOYEE REPRESENTATIVES**

Separate from the NAVOSHENVTRACEN, SOH training is also integrated into trade/skill training and is provided to management, supervision, employees and union representatives in each workplace. During FY 2000, at some time during the year, Navy civilian and military personnel received training tailored to their individual needs, from awareness training to education required to attain and maintain competency in their technical area of expertise.

Shore activity personnel were also provided additional educational opportunities to assist them in initiating and managing their own SOH programs with the fielding of new courses on NAVOSH Program Management and Self-Assessment. Feedback from the initial course convenings has been positive, and these courses appear to be addressing strongly-voiced field activity needs.

### **DOD/FEDERAL COUNCILS AND COMMITTEES**

Navy participated in the DoD Policy Council, other DoD committees, and the Federal Safety Director's Roundtable, either directly or with delegated support. Committees where the Navy took a particularly strong role were in the areas of: Ergonomics, Hearing Conservation, Hazardous Material Control and Management, Laser Safety, Industrial Hygiene, and OSH Training. Additionally, field activity personnel were active in local Federal Safety & Health Councils, as well as maintained activity-level SOH Committees, Quality Management Boards, and Process Action Teams.

**b. Accomplishments for assessing the effectiveness of safety and occupational health programs.**

### **WHITE HOUSE "FEDERAL WORKER 2000" INITIATIVE**

The Navy established policy and guidance to implement the President's "Federal Worker 2000" (FED 2000) initiative and monitors Navy installation performance against these program criteria and goals. These goals require actions from the Navy's SOH community as well as the Navy's Human Resources workforce addressing the Federal Employees' Compensation Act (FECA) to support the FED 2000 initiative. For the past ten years, Navy has tracked the Total Case Rate (TCR) and Lost Time Case Rate (LTCR) for the entire civilian workforce under the Federal Worker 1990 (FED 1990) initiative, by major command, and major industrial activity, including the naval shipyards, aviation depots, and public works centers. This effort will continue indefinitely. A key difference between the two initiatives is that we expanded our internal key activity list to add targeted activities not individually monitored at

the headquarters level under FED 1990 and to reflect performance against the new FED 2000 reduction goals for timeliness in reporting and Lost Production Days.

1) *FED 2000 Program Goal:* Reduce the overall occurrence of injuries by 3% per year using a FY 1997 baseline, while improving agencies' timeliness in reporting injuries and illnesses to the Department of Labor by 5% each year using a FY 1998 baseline.

<b>Total Case Rate (TCR)</b> <sup>1</sup>	FY 1997 Baseline	FY 2000 Goal	FY 2000 Actual	Met Goal/Status
Department of Navy	5.22	5.06	4.73	<b>Met, Down 9%</b>
<b>Reporting Timeliness</b> <sup>2</sup>	FY 1998 Baseline	FY 2000 Goal	FY 2000 Actual	Met Goal/Status
Department of Navy	36.2%	38.0%	41.6%	<b>Met, Improved 15%</b>

<sup>1</sup> As reported By OSHA    <sup>2</sup> As Reported by OWCP

a) *Navy Action:* The Navy continues to monitor the TCR for Total Navy, and the Navy met the TCR reduction goal for FY 2000 and achieved a 9% reduction over the baseline. While the overall trend is down, we do note, however, that the Navy experienced a slight increase over the previous FY 1999. This can be attributed more to distractions inherent in the significant emphasis on reorganization and out-sourcing than to an increase in unsafe conditions and unsafe practices in the Navy. The NAVOSH community is focusing on regionalization such that we expect our rates to return to a downward trend in FY 2001. The Navy continues its aggressive NAVOSH management program with FED 2000 goals firmly in mind and monitors the reports generated by the Occupational Safety and Health Administration (OSHA) using Office of Personnel Management (OPM) employment figures in tracking progress of this goal.

b) *Navy Action:* The Navy met the goal for increasing timeliness of submission of CA-1s and CA-2s for FY 2000 and achieved a 15% increase in timeliness. We will continue to work to improve the timeliness of reporting. The Navy intends to rely on the reports generated by the Office of Workers' Compensation Programs (OWCP) to track progress of this goal. The Department of Defense (DOD) announced plans to automate the submission of compensation forms, but this has not happened yet. We feel that this initiative alone will greatly reduce the amount of time required to initiate a compensation claim following an injury or illness. The Navy established a Workers' Compensation Case Reduction Business Plan in FY 1999 that discusses the need for stakeholders in the FECA program, including supervisors at the activity level. Timely submission of compensation forms is an important element of the FECA process. Future Secretary of the Navy, CNO, and CMC-level correspondence and training will stress this point.

2) *FED 2000 Program Goal:* Reduce the lost time case rate (LTCR) for those work sites with the highest rates by 10%, per year for 5 years. Targets were selected if they exceed two times Federal average of 2.67 or 5.34 in FY 1996.

<b>Lost Time Case Rate (LTCR)</b>	FY 1996 Baseline	FY 2000 Goal	FY2000 Actual	Met Goal/Status
Norfolk NSY Portsmouth, VA	5.54	4.99	3.13	<b>Met 5-Year Goal, Down 45%</b>
Puget Sound NSY Bremerton, WA	5.50	4.95	5.55	<b>Did NOT Meet Goal, but Unchanged</b>
PWC Norfolk Norfolk, VA	6.33	5.70	5.67	<b>Met Goal, Down 11%</b>
PWC Pensacola Pensacola, FL	5.62	5.06	5.91	<b>Did NOT Meet Goal, and 3<sup>rd</sup> &amp; 4<sup>th</sup> Qtr Up</b>
Naval Air Station Key West, FL	6.57	5.91	5.08	<b>Met Goal, Down 22% and 4<sup>th</sup> Qtr Down 55%</b>
Naval Air Station Kingsville, TX	6.04	5.44	7.43	<b>Did NOT Meet Goal, Assistance Required</b>
NAVREG Mid -Atlantic Norfolk, VA	10.15	9.14	1.32	<b>Met 5-Year Goal Note Change in Scope</b>
Atlantic Ordnance Command Colts Neck, NJ	7.38	6.64	6.49	<b>Met Goal, Down 12% Note Change in Scope</b>

*Navy Action:* Navy tracks Lost Time Care Rate (LTCR) performance for Total Navy as well as the targeted facilities. All Navy facilities perform an annual self-assessment and develop improvement plans designed to correct identified program or process deficiencies, and for FY 2001, targeted facilities were requested to prepare action plans to achieve performance improvements. These action plans are currently under review. Several targeted facilities have made significant strides toward improving their OSH performance, but others are not meeting their goals. Of the targeted activities, 8 are Navy activities. 5 out of the 8 Navy activities met their goals, two of which (Norfolk Naval Shipyard and Naval Region Mid-Atlantic) have already met their 5year goals. Two activities (Atlantic Ordnance Command and Naval Region Mid-Atlantic) have had significant changes in scope of activities due to reorganization, which make it difficult if not impossible to establish a viable baseline. Against this artificial baseline, both met their goals. Of the three activities that did not meet their goal, Puget Sound NSY remains unchanged; the LTCR increased at Naval Air Station Kingsville; and, PWC Pensacola is facing major regionalization and outsourcing challenges that may be adversely impacting their true performance. These three activities will be singled out during FY 2001 for closer scrutiny and assistance will be provided as needed.

3) *FED 2000 Program Goal:* Reduce the rate of Lost Production Days – that is, the number of days employees spend away from work – by 2% per year. As noted by OWCP, FY 2000 performance establishes the baseline.

Lost Production Days (LPD) <sup>1</sup>	FY 2000 Actual – Becomes the New Baseline
Department of Navy	64.7

<sup>1</sup> LPD = Continuation of Pay (COP) hours provided by DCPDS divided by 8 to convert to days + Non-Quality Care Management (Non-QCM) in calendar days provided by OWCP + Quality Case Management (QCM) in calendar days provided by OWCP. As explained to us by an OWCP representative, QCM days generally represent short-term cases with active case management where payment is often on a case by case basis, while Non-QCM days represent longer-term cases where payment is often automatic every 28 days. This is then converted to a rate per 100 workers.

*Navy Action:* This goal has two components. (1) Ensure timely return to work, and, (2) Prevent or at least reduce the severity of injuries and illnesses. Efforts continue at the individual activity level to return workers to work as soon as possible/practicable. Prior to promulgation of FED 2000, the Department of the Navy (DON) developed a Workers' Compensation Case Reduction Business Plan to assist its commands in achieving improved workers' compensation claims management. The plan was approved at the Deputy Assistant Secretary of the Navy (DASN) level. The Workers' Compensation Case Reduction Business Plan includes actions to address this issue including actions by Human Resources Injury Compensation Program Administrator (ICPA) in coordination with supervision and management, medical and SOH professionals to expedite return to work, and a special initiative begun in FY2000 to review the Navy's FECA Program by Center for Naval Analyses (CNA). DOD has announced plans to track lost production days paid by continuation of pay (COP) to enable us to better focus on returning worker to work during the COP period. Additionally, proposed changes to DOD's Injury Compensation/Unemployment Compensation (IC/UC) system will allow tracking lost production days at the activity. The Navy's new shore on-duty record keeping system, INJTRAK, also provides some limited capability to track lost production days.

## **PROCESS REVIEW & MEASUREMENT SYSTEM (PR&MS)**

PR&MS is a framework for describing and measuring key NAVOSH processes separately and as a unit allowing the contribution of each process to be compared to overall program success or failure. It credits efforts as well as outcomes, isolates key process performance, and identifies systemic problems. The system not only measures performance but also assists commands in performance improvement. PR&MS is composed of six key process models referred to as "pillars" because they are the foundation on which the NAVOSH program is constructed. These pillars include performance outcome measures needed to ensure quality integration of NAVOSH programming throughout the command and into its mission readiness and business process. A seventh pillar on Injury Cost Control was tabled until it could more adequately model and measure all facets of injury cost control, including "hidden" costs, costs borne by military, non-appropriated fund personnel and foreign nationals. The six pillars currently being implemented are:

- Mishap Prevention Process Model
- Self-Assessment Process Model
- Supervision Process Model
- Training Process Model
- Regulatory Compliance Process Model
- Customer-Focus Support Process Model



## **OVERSIGHT INSPECTIONS**

The Navy's oversight inspections are based on a three-tiered system: (1) SOH Program Self-Assessment, (2) Major claimant OSH Management Evaluations, and (3) NAVINSGEN NAVOSH Oversight Inspection Unit (NOIU) – for Shore (civilian and military) activities– and, separately, President, Inspections and Surveys (PRESINSURV) – for Afloat (military) commands. Eight NOIU inspections were conducted during FY 2000 using the new PR&MS inspection process that was being piloted during FY 2000. The results of the overall evaluation for the eight activities inspected scored within the range of 49% to 65%, but it was noted that regulatory compliance scores were approaching 90% on average. The PR&MS inspection process will be adjusted and training will be provided during the NAVOSH PDC in FY2001. The average process score for the activities inspected in FY 2000 was 59%. Inspection scores indicate that activities appear to be more consistent in the integration of the PR&MS than in the pilots conducted in FY 1999. Activities have started to embrace its purpose and expectations to maintain and acquire NAVOSH program efficiency and effectiveness. Additionally, Navy process training efforts will help to better understand the PR&MS and its goals/objectives to meet the challenge for NAVOSH process improvements.

**c. Accomplishments in the identification, assessment and resolution of safety and health problems, including methods to recognize outstanding achievers and to establish accountability and performance standards for managers, supervisors, and employees.**

## **NAVOSH STRATEGIC PLAN**

Under the leadership of the NAVOSH Quality Council, chaired by CNO (N454), a Strategic Plan was implemented in five key areas: Training & Education, Communications and Information Systems, Process Review & Measurement System (PR&MS), Occupational Health Support, and Future Planning (OSH 2003 Initiative). The Quality Council reevaluates the actions and metrics of the Strategic Plan to determine the continual success and implementation of the plan. Key accomplishments in FY 2000 included:

- Implementing the Process Review and Measurement System (PR&MS) model at Navy activities to better manage and assess the activity SOH posture and incorporate SOH into the work ethic
- Using PR&MS as the framework for accomplishing Navy Inspector General (NAVINSGEN) inspections and incorporated continuing improvements to the evaluation of shore activities;
- Issuing NAVOSH guidance to assist in determining inherently governmental and out-sourceable OSH functions in line with the current OPM Circular A-76 studies;
- Adopting a new computer program, INJTRAK, used at the activity level, by some major claimants and the Naval Safety Center in collecting and analyzing mishap data.
- Developing and piloting two new NAVOSH training courses on SOH Management and Self Assessment that have generated positive feedback from the initial course convenings;

## **MAJOR MISHAP REVIEW**

In March 2000, the Navy convened its Major Mishap Review Board to review and analyze lessons learned from a steam burn fatality, a fall fatality, and a parachute fatality. All presentations were publicized and posted on the popular and heavily-used NAVOSH website at <http://www.navosh.net> to allow the rest of the Navy to learn from these fatalities and assist them in preventing similar mishaps. Additionally, the Naval Sea Systems Command (NAVSEASYS COM) developed “No Zone” placards to warn pedestrians and others to avoid blind spots on mobile materials handling equipment based on lessons learned from a fatality previously reviewed by the Major Mishap Review Board. This effective “No Zone” philosophy has been publicized on the Naval Safety Center Website to reach a broader Navy-wide audience.

Our lessons learned do not always come from personal experience and are not restricted to occupational exposures. We also seek to protect our sailors and their families during off-duty hours. For example, during FY 2000, the general issue of carbon monoxide poisoning was shared with those responsible for Navy housing issues to assist in encouraging and enabling the purchase and installation of carbon monoxide monitors in Navy housing.

## **HAZARD ABATEMENT PROGRAM**

The Navy's Hazard Abatement Program (HAP) is an integral component of the Navy's mishap prevention program providing commands with the added resources necessary for correction of workplace hazards identified during self-assessments, investigations, evaluations, and oversight inspections, as well as those hazards reported by employees. The Hazard Abatement (HA) Program objective of identifying, evaluating, and correcting hazards continues to improve the overall Navy workplace. Emphasis remains on prioritizing and correcting identified hazardous conditions with the highest degree of risk to ensure cost-effective use of available funds. During FY 2000, this centrally funded program disbursed over \$12.2 million for 90 safety projects, including individual facility projects and program improvement projects and studies. HAP projects included abatement of safety hazards in the following areas: asbestos removal, industrial ventilation system improvements, life safety hazard abatement, electrical safety hazard correction, hazardous material control and storage, and fall hazards. During FY2000, the Navy's HA database was updated and a web-based version was developed and posted on the NAVFAC Safety Web page with the intent that major claimants will have direct access to projects submitted by their activities and the ability to submit new projects on line and track their status. **Table 5 of Attachment A** provides further details for HA funding from FY 1997 to FY 2004.

### **Fall Protection Program**

Analysis of injury and illness data indicates that falls are a significant challenge in the Navy today. In response, the Navy established a Fall Protection Center of Expertise that functions as a technical consultant and advisor to all Navy activities. In FY 2000, the HA program executed 17 fall protection projects for a total cost of \$2.0 million including the installation of fall protection systems in various aircraft hangars to protect thousands of maintenance and repair personnel exposed to fall hazards. Other fall protection projects accomplished in FY 2000 with assistance from the Fall Protection Center of Excellence involved bridge cranes, dry docks, communication towers, buildings and other structures.

### **Ergonomics Program**

Even prior to the development of OSHA's Ergonomic standard, the Navy established and implemented an Ergonomics Program to prevent injuries and illnesses and to improve workers' overall safety and health. While we are currently revising our approach in FY 2001-2 to improve the efficiency and effectiveness of our program, for a number of years, we have provided Navy personnel with the guidance and tools necessary to identify, evaluate, and control risk factors for Work-related Musculo-Skeletal Disorders (WMSDs). Core elements of the Navy's Ergonomics Program include technical guidance, program management, acquisition, and technical assistance. In FY 2000, the HA Program funded 9 ergonomics projects for a total of \$686,000.

## **AWARDS PROGRAM**

Navy Safety and Occupational Health (SOH) Awards are presented annually to Echelon 2 (headquarters) commands, shore activities (including fleet operational/support units located ashore) and individuals worthy of recognition for their performance and contributions to providing a safe and healthful workplace in the Navy. The Navy bestows two types of activity awards. Navy activities are awarded a CNO Safety Award based on meeting established criteria, and from those "nominees," winners are selected competitively for the Secretary of the Navy's Safety Award by size and function (industrial, non-industrial, afloat). Additionally, activities and individuals may be recognized by their major command. These SOH awards are based on the overall quality of safety and health programs, mishap prevention records, and contributions to the overall Navy SOH program. Forty-four activities qualified for the SOH award this year and were recognized via Navy message and certification to the activity Commanding Officer, as well as during the Navy's Annual NAVOSH Professional Development Conference (PDC). SOH professionals were recognized by certificate and announcement at the Annual Navy Professional Development Conference (PDC) and at other appropriate times as part of the Navy SOH Awards.

## **OTHER INITIATIVES**

### **Policy & Guidance**

The Navy updated and re-issued the Navy's main policy guidance for both afloat and ashore commands in FY 2000. These documents were: the Navy Occupational Safety and Health Program Manual (OPNAVINST 5100.23E, Change 1) and the Navy Occupational Safety and Health Program Manual for Forces Afloat (OPNAVINST 5100.19D). See **Attachment B** for a summary of the former.

The revised NAVOSH afloat policy meets the CNO Interdeployment Training Cycle (IDTC) goals for reducing Sailors' workload in port while continuing to protect them from workplace hazards. This will enable the Navy to operate afloat units (ships, carriers, and submarines) with fewer personnel in the future.

### **Accountability**

Navy stresses senior management, middle management and first line supervision support of the OSH program, including procedures to document OSH performance in employee performance evaluations at all levels. Management reviews at all levels examine this critical component of the OSH program. During FY 2000, the PR&MS model for supervision addressed the role of supervision and management in the implementation of the Navy's SOH Program and ensuring a safe and healthful workplace.

### **Electrical Energy Control Ashore**

The Naval Computer and Telecommunications Command (NAVCOMTELCOM) retrofitted 85% of its power plants for lock out to comply with OSHA's energy control standard. Historically, the Navy has relied heavily on the use of tag out only to achieve electrical energy control. Using the lock out at the power panel, NAVCOMTELCOM has eliminated the possibility of human error that exists with the tag out only process. By the end of FY 2001, NAVCOMTELCOM will have retrofitted all of its power panels.

**d. Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement and consultation in the safety and occupational health program.**

### **NAVOSH NEWS**

The Navy distributes the *NAVOSH News*, its weekly electronic newsletter, to Echelon 2 commands for distribution Navy-wide. This newsletter, also maintained at <http://www.navosh.net>, expedites the dissemination of notices, bulletins, and other news pertinent to Navy work environments, including updates from regulatory agencies, schedules for NAVOSH inspections by Navy Inspector General (NAVINSGEN) and Board of Inspection and Survey (INSURV) teams, emerging issues resulting from legal proceedings and political actions, and weblinks to additional resources for more comprehensive information and useful tools needed by our field activities.

### **NAVOSH SUCCESS STORIES**

During FY 2000, NAVOSH Success Stories were developed for posting on the public domain side of CNO's NAVOSH website, <http://www.navosh.net> to communicate the Navy's commitment to the safety and quality-of-life of our Navy personnel. The purpose of the NAVOSH Success Stories is to keep Sailors, their families, Navy civilians, and the general public informed about what the Navy is doing to protect the military and civilian workforce from workplace fatalities, life-threatening injuries, and crippling disabilities. In addition, they provide the widest dissemination of valuable lessons-learned and successful initiatives. Success stories in FY 2000 focused on high hazard areas, such as ergonomics, fall protection, noise-induced hearing loss, and afloat operations.

### **3. ANNUAL OSH PLANS, GOALS AND OBJECTIVES, AND SIGNIFICANT OSH INITIATIVES PLANNED AND PROGRAMMED FOR THE COMING YEAR(S).**

The goals of the NAVOSH program are to prevent fatalities, injuries and occupational illness; reduce the severity of mishaps; and improve operational readiness. The NAVOSH program is comprised of a number of elements that target key areas such as compliance, training and hazard control and elimination. The following elements are the tools by which the Navy intends to accomplish its overall NAVOSH goals in the next few years.

#### **NAVOSH STRATEGIC PLAN**

- Actively continue progress already made through existing initiatives in NAVOSH training and education improvement, Occupational Health Services and Future OSH Planning, and update the Strategic Plan to include 3 new initiatives:
  - Eliminate fall hazards and reduce workplace falls
  - Reduce workplace ergonomics hazards
  - Improve access and quality of safety and health data for use by decision makers
- Review the broad spectrum of NAVOSH support to identify opportunities to enhance the provision of safety and health support to Navy operational forces.
- Oversee NAVOSH training with increased focus on computer-based/web-based training and reducing injuries during the military accession-training pathway and address opportunities to standardize training lesson plans and other tools to enable Navy to train more people, optimize resources and improve readiness Navy-wide.

#### **ACQUISITION SAFETY**

- Define requirements and integrate SOH into the acquisition process by increasing SOH membership and participation in acquisition IPTs and working groups.
- Participate in efforts to insert SOH criteria by identifying key areas, (i.e., ergonomics, noise, fall protection and chemical management), and describing quantifiable goals and objectives and thresholds (minimum acceptable criteria) for program reviews to be incorporated into Operational Requirements Documents (ORDs) and Mission Needs Statements (MNS).
- Improve support and guidance to acquisition program managers and system safety support personnel to ensure insertion of safety and health criteria into major acquisition programs (i.e., CVNX, DD21, and JSF).
- Participate in the review of the Programmatic Environmental Safety and Health Evaluation (PESHE) documentation at all Acquisition Category (ACAT) levels beginning with major (ACAT I) acquisition programs (i.e., CVNX, DD21, and JSF) and technology demonstration projects.

#### **OSHA ISSUES**

- Plan for a Navy-wide web-based lessons learned database and establish and implement an integrated outreach effort to improve communication among Federal agencies and share successes and lessons learned in resolving similar problems.
- Develop a system to monitor OSHA citations Navy-wide on our NAVOSH website ([www.navosh.net](http://www.navosh.net)) to facilitate activities learning from citations at other Navy sites, thus preventing OSHA “repeat” citations.
- Promote OSHA/Navy shore activity certification from OSHA Voluntary Protection Program (VPP).

**CNO N46 SAFETY INTEGRATED PROCESS TEAM**

- Improve SOH resources across the Navy using the Base Operating Support (BOS) Safety Integrated Process Team (IPT) to identify costs associated with best business practices for safety ashore programs funded under BOS (i.e., workplace safety and health, parts of explosive safety, traffic safety, off-duty and recreation safety). As a follow-on to the CNO N46 Safety IPT, we plan to use the lessons learned from this process to evaluate and improve SOH funding under the Navy Working Capital Fund (NWCF).

**CENTER FOR NAVAL ANALYSES (CNA) STUDIES**

- Coordinate with CNA on Workers' Compensation, Ergonomics Data Analysis, and Fall Data Analysis studies to provide objective information for setting strategic direction and actions in coming years.

**NAVOSH POLICY & GUIDANCE**

- Update and improve NAVOSH shore policy and guidance in the following specific areas: confined space safety, hazardous material use and storage, fall protection, ergonomics, and laser safety.
- Issue a revised NAVOSH Reference Library on Compact Disc for distribution at the NAVOSH Professional Development Conference. This tool provides Navy-unique safety and health information to the professionals in the field who may not have access to the World Wide Web.

**INSTITUTIONALIZING NAVY-WIDE LESSONS LEARNED FROM FATALITY EXPERIENCE**

- Expand the current web-based NAVOSH Report Card to include a listing of every Navy workplace fatality over the past ten years. This list will include key information to assist others in managing similar risk factors, eliminate hazards and prevent recurrences Navy-wide.

**4. PROVIDE COMMENTS, REQUESTS AND RECOMMENDATIONS FOR CONSIDERATION BY OSHA'S OFFICE OF FEDERAL AGENCY PROGRAMS (OFAP) IN GOVERNMENT-WIDE OCCUPATIONAL SAFETY AND HEALTH PROGRAMS OR REPORT ANY ITEMS OF SPECIAL INTEREST CONCERNING OCCUPATIONAL SAFETY AND HEALTH ACTIVITIES OR PROGRAMS. (OPTIONAL)**

a. Request that, when reporting OSHA Federal Agency Program's statistics and all other OSHA summaries, that OSHA break out the US Navy from the US Marine Corps under the Department of the Navy. Additionally, request that under the FED 2000 initiative Goal 2, that the Lost Time Case Rate (LTCR) be summarized and tracked for three distinct entities: Department of the Navy, US Navy and US Marine Corps. See **Attachment C** for proposed format.

b. Request that OFAP improve coordination between Bureau of Labor Statistics (BLS), OWCP and OSHA on the FED 2000 initiative by displaying data on their website by agency (including DON, USN and USMC breakdowns under the Department of Defense) in a timely manner so that agencies can use this information to drive their programs. For example, it is suggested that OSHA establish an internal standard to post data quarterly on their website within a certain number of days from the end of the quarter. Additionally, please establish a readily identifiable link from the OSHA web page to the FED 2000 data elements that are currently posted at various locations on the OWCP and OSHA-SLC websites and provide a summary like that provided at the OWCP web site which includes a description of where data elements come from and how they are determined.

**ATTACHMENTS:**

Attachment A – DON/USN Consolidated Injury/Illness Data Summary  
 Attachment B - Change 1 to OPNAVINST 5100.23E (Summary)  
 Attachment C – Proposed OFAP Format

**TABLE 1: OWCP INJURY & ILLNESS DATA**

Number of employees is obtained from the Office of Civilian Personnel Management (OCPM).  
 Fatalities are Traumatic fatalities only obtained from the Naval Safety Center database. See Table 5.

*DEPARTMENT OF THE NAVY (DON)*

CATEGORY	FY97	FY98	FY99	FY00
Total Cases less 1 <sup>st</sup> Aid Cases	11312	9290	8790	8690
Fatalities	5	6	4	8
Lost Time Cases	6174	5142	4822	4621
Avg. Number of Employees	208262	196719	204653	183581

*US NAVY (USN)*

CATEGORY	FY97	FY98	FY99	FY00
Total Cases less 1 <sup>st</sup> Aid Cases	9973	8191	7851	7576
Fatalities	5	6	4	8
Lost Time Cases	5375	4447	4198	3874
Avg. Number of Employees	192402	181045	188543	169168

**TABLE 2: OWCP RATES OF INJURIES & ILLNESSES PER 100 EMPLOYEES**

This data is obtained from the USDOL OWCP database. DON and USN rates are based on cases without first aid.

*DEPARTMENT OF THE NAVY (DON)*

CATEGORY	FY97	FY98	FY99	FY00
OWCP Total Case Rate	5.22	4.54	4.30	4.73
OWCP Lost Time Case Rate	2.85	2.51	2.36	2.52

*US NAVY (USN)*

CATEGORY	FY97	FY98	FY99	FY00
OWCP Total Case Rate	4.98	4.35	4.16	4.48
OWCP Lost Time Case Rate	2.69	2.36	2.23	2.29

**TABLE 3: WORKERS' COMPENSATION DATA**

This data reflects the workers' compensation cost obtained from the USDOL OWCP database.

*DEPARTMENT OF THE NAVY (DON)*

<b>CATEGORY</b>	<b>CBY97</b>	<b>CBY98</b>	<b>CBY99</b>	<b>CBY00</b>
Chargeback Cases	32211	29655	27491	26601
Total Cost (\$ Million)	247.5	243.9	240.5	241.6
Cost per case (\$)	7684	8225	8748	9083

*US NAVY (USN)*

<b>CATEGORY</b>	<b>CBY97</b>	<b>CBY98</b>	<b>CBY99</b>	<b>CBY00</b>
Chargeback Cases	29538	27118	25256	24184
Total Cost (\$ Million)	229.4	225.7	221.6	222.3
Cost per case (\$)	7766	8323	8774	9192

**TABLE 4: CONTINUATION OF PAY (COP)**

This data reflects the COP data obtained from the Defense Finance & Accounting System (DFAS) - Cleveland.

*DEPARTMENT OF THE NAVY (DON)*

<b>CATEGORY</b>	<b>FY97*</b>	<b>FY98</b>	<b>FY99</b>	<b>FY00</b>
COP Cost (\$ Thousand)	5006.5	4117.5	4683.3	4096.3

*US NAVY (USN)*

<b>CATEGORY</b>	<b>FY97*</b>	<b>FY98</b>	<b>FY99</b>	<b>FY00</b>
COP Cost (\$ Thousand)	4440.0	3663.6	4081.3	3739.6

\*Revised upward consistent with DFAS COP Summary Report to CNO N454 dated 22 March 2001

**TABLE 5: NAVOSH HAZARD ABATEMENT FUNDING**

Authorizations FY 1997- FY 2000 are summarized from previous Annual Reports to OSHA

Obligations FY 1997-FY 2000 and Authorizations FY 2001 – FY 2004 are from NAVFAC POM-03 documentation

<b>FUNDING YEAR</b>	<b>AUTHORIZATION (\$ Million)</b>	<b>OBLIGATED (\$ Million)</b>
FY 1997	12.8	13.4
FY1998	11.6	10.7
FY1999	14.7	14.6
FY2000	14.7	12.3
FY2001	13.6	
FY2002	14.1	
FY 2003	14.0	
FY2004	13.9	

**Based on data from the Naval Safety Center on Traumatic Fatalities**

[illegible]



Summary of  
Change 1 to the Navy  
Occupational Safety  
and Health Program  
Manual, OPNAVI NST  
5100.23E



## Chapter 1: Introduction

	No Changes
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## Chapter 2: Responsibilities

0206.e	Requires use of Process Review & Measurement System (PR&MS) to determine program improvement and cost avoidance initiatives at the activity level.
0207.a	Requires activities to implement CNO NAVOSH PR&MS and to integrate OSH throughout activity.
0207.c	References the establishment of regional offices.
0207.l	Requires use of PR&MS directives to evaluate OSH programs and personnel performance.
0207.z	Additional section that recognizes local agreements that define the role of BUMED/non-BUMED industrial hygienists in non-medical activities assisting with implementation of activity OSH program.
Append. 2-A	Changes the designated DoD Safety and Occupational Health Official to the Deputy Undersecretary of Defense (Environmental Security)(DUSD)(ES)).

## Chapter 3: Organization and Staffing

0303.h	Requires preparation of annual self-evaluation(s) that follow the PR&MS Self Assessment Model Guidelines.
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0304	Expands language to include regional and consolidated OSH organizations.
0305.d(3)	Provides clearer wording in the discussion of industrial hygiene staffing.
Append. 3-A	Moves medical workcenters from the moderate risk hazard category to the high-risk hazard category.

## Chapter 4: Councils and Committees

	No changes
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## Chapter 5: Prevention and Control of Workplace Hazards

0501	Adds industrial hygiene survey reports to the methods commands use to identify hazards.
0502.d	Adds reference to occupational exposure limits and the 8-Hour Time Weighted Average as basis for determining appropriate administrative hazard controls.
0505	Requires self assessment of NAVOSH program to follow the PR&MS self assessment model guidelines.
0505.a	Adds and additional requirement, the industrial hygiene exposure assessment reports, as part of the activity self assessment.
Ref. 5-1	Editorial change- Change in publication date of referenced text.
Ref. 5-6	Editorial change- Change in publication volume referenced.
Ref. 5-9	Editorial change- NOTAL added to reference.

## Chapter 6: Training

0602.d(2)	Deletes <i>Fall Protection Systems</i> , A493- 0084 as a mandatory course for OSH professionals
0602.d(5)	Deletes paragraph requiring Safety and Occupational Health Managers and Industrial Hygiene Supervisors to complete the core course, <i>Occupational Safety and Health (OSH) Management Two Thousand</i> , A4J- 0019.
0602.f(4)	Note deletes reference to Appendix 28-G
0604	Eliminates the requirement to stock and make available safety films and videotapes at the Naval Education and Training Professional Development and Technology Center (NETPDTC) also at the Norfolk Regional Electronic Media Center.
0604.b	Provides a web site to order current training videotapes and interactive multimedia instructions: <a href="http://dodimagery.afis.osd.mil/dodimagery/davis/">http://dodimagery.afis.osd.mil/dodimagery/davis/</a> . Deletes reference to Norfolk Electronic Media Center.
0604.c	Deletes reference to Norfolk Electronic Media Center as a source of National Safety Council materials.
0604.e	Updates the identification of safety periodicals available such as <i>Ashore</i> and <i>Occupational Hazards</i> magazine as well as provides information about how to access these products. Deletes reference to

	other safety periodicals.
0606	Adds language that identifies NAVOSHENVTRACEN as source of registration assistance for OSH professionals to attend OSH approved CSP and CIH review courses.
Append. 6-A	Revises asbestos hazards training requirement to make it part of the initial training of supervisory and non-supervisory personnel.
Append. 6-A	Expands table to reflect the requirements listed in the chapters but not previously included.
Append. 6-A	Revises MMVF training requirement to make it an initial training requirement.
Append. 6-A	Revises lead hazards training requirement to make it part of initial training requirements.
Append. 6-A	Requires all new employees regardless of position to receive NAVOSH orientation.
Append. 6-A	Adds Personal Protective Equipment, Laser Safety, Ergonomics and Weight Handling training, when applicable, to initial OSH training requirement.
Append. 6-B	Requires Emergency Response Supervisors and Workers to have Hazcom training.
Append. 6-C	Deletes the OSH 2000 (Safety Management) course from the list offered by NAVOSHENVTRACEN.
Append. 6-c	Revises title of existing Ergonomics, Laser Safety and Mishap Investigation training courses.
Append. 6-C	Adds the following new courses to the list of training courses offered by NAVOSHENVTRACEN: Asbestos, Crane Safety, Fire Protection, Ground Safety for Marines, Laser Systems, Machinery and Machine Guarding.
Append. 6-C	Adds internet website address to obtain NAVOSHENVTRACEN course catalog.
Append. 6-C	Deletes reference to section 0602.d(2)

## Chapter 7: Hazardous Material Control and Management

0702.f(3)	Editorial change.
0702.f(5)	Editorial Change- Text reference change to Appendix 7-A
0702.f(6)	Adds reference to Reference 7-1
0702.f(6) (a) thru (c)	Revises language to ensure product names on stock system labels match the MSDS sheets in order to meet the requirements of the 29 CFR 1910.1200
0702.f(7)	Includes language that requires shore activities within CONUS, including Hawaii and Guam, to implement the Hazardous Substance Management System (HSMS).
0705	Revises language that exempts shore activities in foreign countries from implementing HSMS. Language recommends use of Hazardous Inventory Control System (HICS) version 4.2 to operate HAZMIN Centers.

Append. 7-A	Section 0701.1( c )(2) indicates reference change from 7-4 to 7-7
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## Chapter 8: Occupational Health

0803.e(5)	Deletes statement requiring and IH to evaluate the relative abatement priority assigned to the workplace.
0803.g	Clarifies the concept that the BUMED IH can specify more or <u>less</u> frequent reevaluation depending on the industrial hygiene exposure assessment.
0803.g	Eliminates the IH evaluation of all administrative workspaces and tasks every 4 years.
0805.a	Revises requirement for use of specific forms as long as the data fields match the categories found on the NEHC form.
Append. 8-B	Adds the note waiving a reevaluation site visit for Category III activities with a baseline IH survey and with proof of no changes to facilities or work processes.
Append. 8-B	Clarifies the heading in the first column of the chart as the <u>Activity</u> Category.
Append. 8-B	Eliminates the Dental Activity from the moderate hazard category.

## Chapter 9: NAVOSH Inspection Program

0901.a	Eliminates the mandate for activity commands to determine medical surveillance and exposure monitoring requirements.
0901.c	Requires NAVINSGEN to implement PR&MS.
0905.b	Requires NIOU to implement PR&MS or special navy-wide studies/inspections.

## Chapter 10: Employee Reports of Unsafe/Unhealthful Working Conditions

	No Changes
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## Chapter 11: Inspections and Investigations of Workplaces by Federal and State OSH Officials

	No Changes
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## Chapter 12: Hazard Abatement Program

Append 12-B	Adds correct OPNAV Form number.
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## Chapter 13: Navy Occupational Safety and Health Cost Data (Shore Only)

1303.g	Corrects the total number of line items summed on form in Appendix 13-A. to 7.
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## Chapter 14: Mishap Investigation, Reporting, and Recordkeeping

1408.a(2)	Clarifies wording for the submission of SSIRs to include permanent-total and partial disabilities with the exception of significant threshold shift (hearing loss).
1412	Deletes reference to NAVENVIRHLTHCEN Code 00 and 05 and adds NAVINSGEN/NOIU.
Append. 14-A	Replaces old forms with new forms.
Append. 14-B	Replaces old form with a new one.

## Chapter 15: Respiratory Protection

1502.b(2)	Applies requirements of standard to the use of respiratory protection worn to protect against airborne radioactive contamination associated with the Naval Nuclear Propulsion Program
1503.f(6)	Adds language that allows activities to issue respiratory protection for humanitarian or moral use (voluntary use) if deemed appropriate by the RPPM.
1503.g	Adds language that allows voluntary respirator use in situations in which they are not required if the respirators are issued and controlled by the RPPM and is detailed in the glossary.
1509.b	Adds additional wording to differentiate the quantitative testing required by OSHA for full-face negative pressure air purifying respirators with the lesser requirements of positive pressure devices.
Ref. 15-2	Inserts reference to NAVSEA. Deletes reference to NAVSHIPS 389-0288 Radiological Controls for Shipyards.

## Chapter 16: Occupational Safety and Health Standards

Append. 16-A	Adds another NAVOSH approved standard, OPNAV P-45-117-6-98 Electrical Safety Field Guide.
Append. 16-A	Adds another NAVOSH approved standard, MIL-HDBK 1025/10, Safety of Electrical Transmission and Distribution Systems.
Append. 16-A	Deletes NAVFAC P-1060, Electrical Transmission and Distribution Safety standard from list of approved NAVOSH standards.

## Chapter 17: Asbestos Control

1704.c (1)(a)	Clarifies ambiguous text by adding wording that requires the competent or qualified person to approve work site ventilation set up, and requires the cognizant industrial hygienist to approve each ventilation unit used for asbestos work.
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1704.c (2)(a)	Clarifies permanent ventilation systems test requirements for systems with and without continuous monitoring devices.
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## Chapter 18: Hearing Conservation and Noise Abatement

1801.c	Describes 2 references including the DoD Hearing Conservation requirements and the Navy Environmental Health Center technical manual. The later document provides supplemental guidance concerning medical department procedures in support of the Hearing Conservation Program.
1803	Changes the phrase "Navy Permissible exposure limit"(NPEL) to "Navy Occupational Exposure Limit" (NOEL).
1804.a(1)	Adds others suitably trained by industrial hygienists (e.g., safety specialists) to the list of persons authorized to take noise measurements.
1804.b(3)	Adds reference to activities identification of personnel at risk if exposed to sound levels exceeding 84 dB(A) and 140 dB peak noise level for impact or impulse noise.
1806	Technical reference sited in text changes to Reference 18-3
1806.b(1)	Clarifies language that requires personnel routinely exposed to noise in excess of NOEL to be included in a hearing conservation program.
1806.d	Provides additional technical references concerning definition and reporting of Navy recordable significant threshold shifts.
1806.e	Adds a new section describing the requirements for hearing tests administer upon termination of Navy service for civilian and Navy personnel.
1807.b	Allows double hearing protection requirement to be waived if the occupational audiologist, industrial hygienist, or occupational medicine physician has determined that single protection is adequate for the anticipated duration of the exposure.
1807.d	Provides a website address that lists additional hearing protectors tested by DoD activities, and approved for open purchase. This expanded list will reduce the number of devices requiring evaluation by BUMED.
1808.a	Requires initial training before assignment to duty in a designated noise hazardous area.
1809.a	Requires forwarding <u>digitized</u> copies of hearing test results to DOHRS-HC data warehouse.
1813.a(3)	Clarifies BUMED's responsibility to provide/document refresher hearing conservation training in conjunction with the annual audiogram.
Reference 18-3	Adds NEHC Technical Manual TM 6260.51.99-1 of May 99 to list of technical references.
Reference 18-5	Deletes NAVFACENGCOM Design Manual 1.03 of 01 May 85, Architectural Acoustics as a reference
Append 18-B	Adds reference to sound level measurements in either dB(A) or dB(C).

## Chapter 19: Sight Conservation

1902.a	Lowers the activation maintenance requirement for plumbed emergency eyewash stations from weekly to quarterly.
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1902.b	Deletes special precautions for visually impaired employees.
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## Chapter 20: Personal Protective Equipment

2012.a	Requires Commanding Officers to also evaluate industrial hygiene survey reports as sources of information for PPE.
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## Chapter 21: Lead

2107	States more clearly the responsibilities of BUMED for evaluation and assessment of the Exposure Monitoring Plan.
Ref. 21-11	Editorial changes
Append. 21-A	Editorial changes

## Chapter 22: Non-ionizing Radiation

2216.a	Changes technical reference cited in text to reference 22-11 containing RF PELs adopted from reference 22-12.
2217.b	Deletes language that provides for safety or health professionals to make RF measurements or calculations for determining personnel RF exposure levels for a particular area.
2217.c	Adds a new section that refers to requirements listed in Appen. 22-C and allows for safety or health professionals to make RF measurements or calculations for determining personnel RF exposure levels for a particular area.
2223.b	References 22-11 and 22-12 represent existing guidelines established to limit induced current densities in body tissue.
2225.a	Changes COMNAVSEASYSCOM's responsibilities for the Navy's E3 program including: Becomes lead agent for RF radiation safety and hazard analysis Eliminates RF radiation safety an hazard analysis responsibility Eliminates requirement to chair LSRB and laser safety design, documentation, and training Eliminates requirement to provide information to COMNAVSEASYSCOM to update information on Hazards of Electromagnetic Radiation to Personnel and Fuels reference 22-10 Eliminates requirement to be lead agency from RF radiation safety and hazard analysis.
2225.b	Changes COMSPAWARSYSCOM responsibilities for the Navy's E3 program including: Becomes technical lead agency for RF radiation safety and hazard analysis Provides information to COMNAVSEASYSCOM for updating reference 22-10.
2225.c	Changes COMNAVAIRSYSCOM responsibilities for the Navy's E3 program including: Becomes administrative lead agency for laser safety and hazard analysis Becomes chair of the LSRB shall ensure laser safety design standards, safety documentation and training and protective devices development for military laser systems.
Ref. 22-1	Editorial changes to technical reference regarding volume and date of publication.
Ref. 22-7	Adds Reference 22-7, BUMEDINST 6470.23 of 18 Aug 99, Medical Management of Non-Ionizing Radiation Casualties.

Ref. 22-12	Updates edition of reference.
Append. 22-A-3e	Requires commands to also copy the Bureau of Medicine and Surgery (MED 212) during initial notification of a laser incident.
Append. 22-A-3g	Requires a final report on a laser incident within 30 days.
Append. 22-A-4a	Revises technical assistance reference to include laser activities for medical activities only
Append. 22-A-4b	Provides a new website address for the Naval Surface Warfare Center Dahlgren Division at <a href="http://www.nswc.navy.mil/safety/laser">http://www.nswc.navy.mil/safety/laser</a> .
Append. 22-B-3	Updates IEEE Standard reference to 1999 Edition.
Append. 22-C-2	Adds requirement that initial notification of the occurrence of an RF incident must copy BUMED (MED 212).
Append. 22-C-3	Revises SPAWARSSACT PAC code to Code-D1932.

## Chapter 23: Ergonomics Program

2302.e	Removes the statement that guidelines for selection of an ergonomics consultant will be provided by CNO (N45).
2305.b	Changes technical reference cited in text to 23-6.
2305.c	Changes technical reference cited in text to 23-7.
2307.c	Changes technical reference cited in text to 23-8.
2308.a(5)	Changes technical reference cited in text to 23-9.
2308.c(1)	Editorial changes.
2308.h(2)	Enables small command flexibility with regards to establishing an ergonomics program.
Reference 23-6	Adds additional reference <i>Elements of Ergonomics Programs</i> .

## Chapter 24: Energy Control Program (Lockout/Tagout)

	No changes.
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## Chapter 25: Polychlorinated Biphenyls (PCBs)

	No changes.
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## Chapter 26: Man-made Vitreous Fibers

2607.a	Designates BUMED as responsible for writing MMVF exposure monitoring plans, not the individual activities.
2607.b	Clarifies that exposure monitoring may be discontinued if routine personnel monitoring results statistically indicate that exposures are below the exposure limit.
2607.c	Editorial changes.

## Chapter 27: Confined Space Entry (CSE) Program (Non-maritime)

2704.e(4)	Requires medical surveillance for personnel working in confined spaces only as specified by the industrial hygiene evaluation.
2704.e(4)	Eliminates the requirement for special physical examinations for confined space workers.

## Chapter 28: Bloodborne Pathogens

	No changes.
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## Chapter 29: Occupational Reproductive Hazards

2903.a(1)	Deletes reference to Reference 29-6 list of chemicals known as reproductive stressors
2903.a(2)	Revises language that requires identification of chemicals in Appendix 29-B during surveys of Navy workplaces. Deletes reference to 29-6 chemical lists.
2903.a(5)	Editorial changes
Reference 29-4	Replaces Office of Personnel Management Instruction 335 of 24 Jul 86, Federal Personnel Manual with Title 5 Code of Federal Regulations part 335 of 1 Jan 99, Promotion and Internal Placement.
Append. 29-B-2	Deletes Urethane from the list since it is an antineoplastic agent.

## Chapter 30: Indoor Air Quality Management

	No changes.
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## Chapter 31: Weight Handling Safety

	No changes.
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## Chapter 32: Health Awards Program Ashore

Append. 32-A 3.b	Removes the requirement for government motor vehicle costs and numbers be less than the 4-year average to be eligible for an award.
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**PROPOSED OFAP FORMAT**

		<b>FY 1997</b>	<b>FY1998</b>	<b>FY1999</b>	<b>FY2000</b>
<b>Number of Employees*</b>	Federal Government	2816696	2782762	1908398	
	Department of Navy	211569	199921	192371	186416
	US Navy				
	US Marine Corps				
<b>Total Injury/ Illness Cases</b>	Federal Government	158614	152053	74591	
	Department of Navy	11050	9555	8549	
	US Navy				
	US Marine Corps				
<b>Lost Time Injury/ Illness Cases</b>	Federal Government	70730	66806	35924	
	Department of Navy	5886	5143	4554	
	US Navy				
	US Marine Corps				
<b>Fatalities**</b>	Federal Government	97	146	95	
	Department of Navy	21	18	13	
	US Navy				
	US Marine Corps				

\*OFAP Statistics, FY1997-FY1999; OPM Statistics, FY2000

\*\*OFAP Statistics include Traumatic Fatalities and Fatalities after Long-Term Illness

<b>Total Case Rate (TCR)</b>	Federal Government	5.63	5.46	3.91	
	Department of Navy	5.22	4.78	4.44	
	US Navy				
	US Marine Corps				
<b>Lost Time Case Rate (LTCR)</b>	Federal Government	2.51	2.40	1.88	
	Department of Navy	2.78	2.57	2.37	
	US Navy				
	US Marine Corps				